

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
APRIL 17, 2002**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, April 17, 2002 at 1:30 p.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Gleason Wheatley of the State of Kentucky Department for Environmental Protection led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

REVIEW OF PREVIOUS MINUTES

Mr. Wheatley called the meeting to order and took attendance. The minutes from the March 13, 2002, teleconference were reviewed and approved as submitted. The action items were reviewed.

COMMITTEE VACANCIES

Mr. Wheatley reported that the applications for membership that had been submitted by interested parties have been forwarded to Silky Labie. Mr. Wheatley indicated that both he and Bob Pullano will be rotating off this committee after NELAC 8, thus leaving this committee with two vacancies.

PROPOSED CHANGES FOR NELAC 8

It was agreed to present the changes proposed to sections 4.0, Accreditation Process, and 4.4.4, Voluntary Withdrawal, which had been reviewed at a previous teleconference, at NELAC 8.

The two glossary definitions suggested to be added, Mobile Laboratory and Field Measurement, were reviewed and it was agreed to forward them for inclusion into the glossary.

NELAC 8 AGENDA

The main topic will be the proposed changes to Chapter 4. Mr. Wheatley will prepare the detailed agenda and forward it to Anteon for printing by May 01, 2002.

NEW BUSINESS

No new business was presented.

FUTURE TELECONFERENCES

The next teleconference will be May 08, 2002, at 1:30 p.m. EDT.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
APRIL 17, 2002**

Item No.	Action	Date to be Completed
1.	Mr. Wheatley will prepare the detailed agenda and forward it to Anteon for printing.	05/01/02

**PARTICIPANTS
ACCREDITATION PROCESS COMMITTEE MEETING
APRIL 17, 2002**

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